



AI-Mobty Transformation Program JOB ANALYSIS QUESTIONNAIRE

Job Title: <u>Land Surveyor</u>		Job Grade:	
Section:		Department:	
Division:		Work Location: <u>Group 5 (HIAS) EDABI</u>	
Reports to:		No. of Subordinates:	<u>2</u>
Job Summary: Please give a summary of the role and its current objectives in no more than 3 – 4 lines.			
Job Summary: <u>As a Surveyor my primary role is to, survey and plot elevations/design of the road. it is also my role to see that the elevations in the work area is properly monitored and strictly implemented.</u>			
Primary Duties & Responsibilities: Please list the major duties and responsibilities as required to be performed by this position. Place these tasks in order of their importance starting with the most important task to the least one. Also please indicate frequency you perform each duty and responsibility (e.g. daily, weekly, monthly, quarterly, yearly) and the total percentage of time devoted to each duty. The total annual percentage of time devoted across all listed tasks must equal 100%.			
Task #	Task Description	Frequency	% Time
1.	<u>Survey Cross Section / topographic survey</u>	<u>yearly</u>	
2.	<u>layout the design elevation</u>	<u>Daily</u>	
3.	<u>Super vise the work area</u>	<u>Daily</u>	
4.	<u>check the work area</u>	<u>Daily</u>	
5.	<u>monitor elevation and limits of the road</u>	<u>Daily</u>	
6.	<u>check the possible waterway for Box Culvert</u>	<u>yearly</u>	
7.	<u>layout box culvert</u>	<u>weekly</u>	
8.	<u>check for obstructions</u>	<u>yearly</u>	
9.	<u>Project Supervision</u>	<u>Daily</u>	
10.	<u>Project implementation</u>	<u>Daily</u>	
11.	<u>Survey works</u>	<u>Daily</u>	
12.			

13.			
14.			
15.			

The Total Annual Percentage of Time 100%

Key Job Objectives and Key Performance Indicators

Please list down the key performance objectives required from the job and key performance indicators that are used to measure the achievement of each specific performance objective. You may state more than one key performance indicator for each objective.

Key Performance Objectives Expected from this Job	Key Performance Indicators
1. <i>Fast working</i>	1. 2.
2. <i>Accuracy</i>	1. 2.
3.	1. 2.
4.	1. 2.
5.	1. 2.

Contacts and Communication:

Please Indicate contacts and interactions that the position holder is required to carry out as part of his job within and outside the organization. Frequency should be expressed as daily, weekly, monthly, biannually or annually. The total annual percentage of time devoted across all contacts and communication should not exceed 100%.

Within the organization (state the position / job):	Purpose	Frequency	% of time per year
1.			
2.			
3.			
4.			
5.			
Outside the organization (state Name of Organization or Individuals):	Purpose	Frequency	% of time per year
1.			



Form #: HR-02MP

Reynante de Guzman
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